

**INSTRUCTIONS FOR FORM 740-V
ELECTRONIC FILING PAYMENT VOUCHER**

2011

Do I need to use a payment voucher?

- If you owe tax on your 2011 electronic Kentucky return, send **only** the payment voucher with your payment. You must pay the amount you owe by April 17, 2012, to avoid interest and penalties.
- If your 2011 electronic Kentucky return shows a refund or no tax due, do not use the payment voucher.

Why use a payment voucher?

- **The Department of Revenue does not issue statements of liability prior to the April 17 deadline for payment.**
- For balance due returns, taxpayers should complete Form 740-V and submit it along with payment. To avoid penalties and interest, payments should be postmarked on or before April 17, 2012.
- The use of Form 740-V, Kentucky Electronic Payment Voucher, will help process your payment more accurately and efficiently. **Do not send a copy** of your electronically filed return with payment of tax due.

How do I prepare my payment?

- Make your check or money order payable to the **Kentucky State Treasurer**. Do not send cash.
- If your name and address are not printed on your check or money order, write them on the check or money order.
- Write your Social Security number, daytime phone number and "2011 Form 740" on your payment.

How do I prepare the payment voucher?

- Enter your Social Security number in box 1.
- If you are filing a joint or combined return, enter your spouse's Social Security number in Box 3.
- Enter your name(s) and address in box 2.
- Enter your daytime phone number in box 4.
- Enter the amount of the payment you are making in box 7.

How do I send in my payment and the payment voucher?

- Detach the payment voucher at the dotted line below.
- Do not attach the payment voucher and the check or money order to each other.
- Mail your payment and payment voucher to: **Kentucky Department of Revenue, Frankfort, KY 40620-0011.**

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▼ **DETACH HERE AND MAIL VOUCHER WITH YOUR PAYMENT.** ▼

Please cut along dotted line.

740-V

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Department of Revenue



2011

- **Do Not send a copy** of your electronically filed return with payment of tax due. Please use Form 740-V to submit your payment.

**KENTUCKY
ELECTRONIC PAYMENT VOUCHER**

1 Enter your Social Security number 	2 Last Name First Name	5 Additional Tax Due (Form 740, line 40) \$
3 If a joint or combined return, enter your spouse's Social Security number 	Mailing Address (Number and Street or P.O. Box)	6 Interest, File Late and Pay Late Penalties \$
4 Daytime Telephone Number	City, State and ZIP Code	7 Total Payment \$

Mail to: Kentucky Department of Revenue, Frankfort, KY 40620-0011.